



Skills of the Students We Recruit

- Basic computer skills
- Basic knowledge of Word and Excel
- Basic math proficiency
- Communication and customer service aptitude
- Eagerness to learn something new and challenging
- Willingness to work in either an office or in the field
- Ability to navigate public transportation
- Ability to perform basic office tasks, such as typing, managing data, plus conduct research and compile information from files or the internet

Student Requirements

- Applicants are at least 16 years of age by date of hire
- Have completed the 10th grade
- One letter of recommendation, or two letters of recommendation if GPA is below 2.8

Graduating seniors are also eligible to apply.

How To Request An Intern

1. Download required forms from MTC Web site at:
www.mtc.ca.gov/jobs/high_school/
2. E-mail completed forms to:
InternCoordinator@mtc.ca.gov

For More Information

Contact:

Ann Macaulay, MTC Human Resources

Voice: **510.817.5741**

E-mail: amacaulay@mtc.ca.gov

Web site:

www.mtc.ca.gov/jobs/high_school/



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter

101 Eighth Street, Oakland, CA 94607-4700

TEL 510.817.5700 | TTY/TDD 510.817.5769

FAX 510.817.5848 | E-MAIL info@mtc.ca.gov

WEB www.mtc.ca.gov



METROPOLITAN
TRANSPORTATION
COMMISSION



YOUR PROJECT ...



... OUR INTERN



THE GOAL OF THE METROPOLITAN TRANSPORTATION COMMISSION'S SUMMER INTERNSHIP PROGRAM is to expose high school students to career opportunities in the field of transportation. The program was conceived by MTC's Minority Citizens Advisory Committee to encourage young people to consider a career in transportation.

How the Internship Works

Approximately 35 internships are available in the nine-county San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

MTC recruits interns based upon job descriptions provided by the agencies. In the spring of each year the selected work site locations are posted on MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

Students are paid a competitive hourly wage at no direct cost to the agency. Students generally work Monday through Friday (with some exceptions), up to 40 hours per week. They may work full- or part-time, for up to ten weeks, between the months of June and August. Some students receive academic credit for their internship.

Why Sponsor An Intern?

- Student interns can provide MTC's transportation partners (such as planners at transit agencies or traffic engineers at city and county public works departments) with assistance in completing a special project or filling in where extra help is needed.
- Hiring an intern gives you the opportunity to mentor a young person and make a difference for all involved.
- An Internship teaches a student how their community works and what part they can play within their community.
- Students learn firsthand about the various fields of transportation and planning and hopefully their experience inspires them to seek further education and careers in the field of transit.

What Our Interns Have Done for Previous Sponsors

- Assist in the survey of city sidewalks to identify obstructions for Americans with Disabilities Act compliance.
- Assist with transit scheduling and participate in train-ride observation checks.
- Learn to use Geographic Information System (GIS) programs to assist with support tasks for corridor planning.
- Inventory and survey bicycle lane projects for "before and after" results. Survey bicycle signage and parking locations to update databases.

While the student will undoubtedly spend most of his or her time working on the task they were hired for, MTC offers excursions that provide the intern the advantage of learning firsthand about regional transportation matters.

Before the internship comes to a close, students prepare a short presentation about what their internship has taught them about transportation in their community; there will be an opportunity for them to present it at the closing Intern Forum.

